

STANDARD FORM NO. 64

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 17 March 1955

FROM : Chief, Procurement Division

SUBJECT: Weekly Activity Report

## 1. GENERAL

a. Status of DP Contracts Obligated Under Fiscal Year 1952 Funds  
(continued item):

(1) Proposed Settlement Letter Being Reviewed by ICAB

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DP-13 [REDACTED]

Auditor advised Contracting Officer on 17 February 1955 that books were so unsatisfactorily kept that it was impossible to make up an audit report. Project Engineer states technically that the company performed satisfactorily. Supplemental Agreement allowing contractor's claimed costs in the amount of \$99,656.75 has been submitted to ICAB for comment.

(2) Contractor's Reply Being Reviewed by ICAB

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DP-15 [REDACTED]

Settlement proposal was forwarded to Contractor. He took exception to certain disallowances. The contractor's position is being analyzed by ICAB.

(3) Settlement Agreement to Contractor

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DP-6 [REDACTED]

DP-8 [REDACTED]

DP-14 [REDACTED]

\* Supplemental Agreement mailed on 28 February 1955. Contractor has not executed Supplemental Agreement but has forwarded check in the amount of \$1,171.16. This refund is based on invoiced costs in the amount of \$18,296.46, less \$3,000.00 reduction which is \$379.46 less than our request. The check is being processed for payment, and a letter will be subsequently written indicating that he did not live up to his agreement, and we will initiate action to place him on our debarred bidders' list.

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\*\* Supplemental Agreement mailed to contractor on 24 February 1955. Contractor's reply takes exception to certain of our disallowances; his position is now being analyzed.

\*\*\* Supplemental Agreement forwarded to contractor on 3 March 1955 which is believed to be acceptable to both parties but has not been returned as yet by the contractor.

(4) Settlements Completed

DP-5  
DP-7  
DP-16

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\* There is still pending determination of amount of royalty to be paid, but this must be accomplished by appropriate action of the

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b. Procurement of Quartz Crystals (continued item):

Bids for furnishing and delivering 110,200 each Quartz Crystals were opened on 10 March 1955. Fifteen bids were received in response to the

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each - \$96,976.00, less 2% 10 days. The low bids on Items 1 and 1A are being evaluated by Commo for technical sufficiency and a recommendation as to which item is desired will be submitted by that office.

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c. Backlog of Work: (continued)

By working overtime each Saturday the General Purchase Section has been able to keep the backlog of work to a minimum. However, with the increased number of requisitions being received the question is whether we will be able to continue to do so except with additional personnel, especially clerical.

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2. ITEMS OF INTEREST

a. Procurement Review Committee: (continued)

This Committee held three meetings during each of the following days: 10 March, 11 March and 14 March. The Committee reviewed a total of five new cases and one old one and was able to resolve three of them. The other three cases have been tabled for further review upon receipt of additional information.

b. Transportation Equipment [REDACTED] (completed) 25X1A

It appears that the equipment desired will be available in sufficient time to meet the deadline.

c. VAC-TIE Clips: (continued item)

Information pertaining to the availability of clips and the tools has been forwarded to the requesting activity for approval. Also, the data has been submitted to the Supply Division requesting consolidation and review of requirements.

d. Procurement of Vehicles: (continued item)

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3. PROJECTS AND STUDIES IN PROCESS

a. Procurement Division Manual (continued item):

Work on the draft of the portion of the manual assigned to the [REDACTED], Contract Branch, is being continued.

The Termination and Settlement portion of the manual has been completed and distributed with the exception of these parts, pertaining to "Audit" and "Disputes" which involve other sections of the Contract Branch. Work on these parts is being coordinated with other sections concerned.



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